

WebFile: File Your Texas Tax Return Online

Texas Comptroller of Public Accounts

DECEMBER 2014

File Early, Pay Later with WebFile!

You can save time and money by using the Comptroller's WebFile system to file your tax return.

For more information, visit our website comptroller.texas.gov. Receive tax help at comptroller.texas.gov/taxhelp.

WEBFILE ADVANTAGES

Save time and money by using the Comptroller's WebFile system to file your tax return. Taxpayers save time by filing online from the convenience of their home or business and put an end to tedious forms, check writing, and trips to the post office. Taxpayers and tax preparers throughout the country are benefiting from this system.

WebFile benefits include:

- ✓ No software to buy or download
- ✓ Safe and secure
- ✓ Built-in edits reduce filing errors
- ✓ Available for over 40 tax types
- ✓ File returns 24 hours a day, 7 days a week
- ✓ Automatic calculation of tax due
- ✓ Payment and return can be sent in one transaction
- ✓ Submit a return or payment only
- ✓ File returns early in the month and postdate payment for the due date
- ✓ Eliminate postage costs
- ✓ Access multiple accounts under one user profile/login
- ✓ Online transaction history available for review
- ✓ Eco-friendly, no paper forms to print and file

CONFIRMATION OF RETURN FILED

WebFilers receive a "Confirmation Page" with a reference number and a summary of the return data filed. Confirmation pages should be retained for your records. The reference number acknowledges receipt of the electronically filed return.

GETTING STARTED

The first time you access WebFile at <http://comptroller.texas.gov/webfile/>, you will sign up as a first-time eSystems user and create a unique User Profile. This will establish access to eSystems by registering with a User ID, Password, and Security Question. You will be asked for a WebFile number to authenticate that you are the taxpayer or are authorized to file returns for this account.

FILING WITH PAYMENT FLEXIBILITY

While WebFile returns must be filed by 11:59 p.m. (CT) on the due date to be considered timely, you can avoid the rush by filing early and postdating the payment to the due date.

If submitting a payment with your tax due return, you will need your banking information (bank routing number and account number) for a Web Electronic Funds Transfer (WebEFT) or your credit

card. Using American Express, Discover Card, or MasterCard for payment will incur a non-refundable convenience fee.

Webfile meets the mandatory requirement for submitting a return electronically. If you are required by law to make your payment via TEXNET, you must comply with TEXNET rules and complete your transaction by 6 p.m. (CT) on the last bank business day before the due date. For TEXNET users paying via ACH debit, there is a link on the confirmation page to submit your payment. If paying via ACH credit, you can continue using banking institution software for processing payments.



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Resources

See Electronic Reporting on our website:

comptroller.texas.gov/webfile/

Sales Tax EDI Electronic Reporting Quick Reference Guide

Publication #96-866

Oil and Gas Electronic Reporting Quick Reference Guide

Publication #96-998

International Fuel Tax Agreement Quick Reference Guide

Publication #96-953

Motor Fuels Electronic Tax Filing Quick Reference Guide

Publication #96-749

Important TEXNET Information and Due Date Schedule

Publication #96-1269

SYSTEM BROWSER REQUIREMENTS

WebFile requires at least Internet Explorer 7.0, Mozilla Firefox or Google Chrome. Taxpayers and tax professionals interested in using WebFile will need Internet access and their Comptroller-supplied, pre-printed tax return to begin.

WEBFILE DEMO

You can view an online demonstration of WebFile at: http://comptroller.texas.gov/webfile/mycpa_demo/registration.html.

CONFIDENTIALITY

The Comptroller's WebFile System has built in protections to safeguard the confidentiality of taxpayer information.

CONTACT US

By mail:

Texas Comptroller of Public Accounts
Attn: Electronic Reporting Section
111 E. 17th Street
Austin, Texas 78774-0100

By email:

WebFileHelp@cpa.texas.gov

By phone:

1-800-442-3453

We're Here To Help! *Call Toll-Free!*

If you have questions or need information on a specific tax, please call our toll-free numbers:

1-800-252-5555

911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor
Sales Tax
Customs Broker
Fireworks Tax
Mixed Beverage Tax
Off-Road, Heavy-Duty Diesel
Equipment Surcharge
Oyster Fee
Sales and Use Taxes

1-800-531-5441

Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross Receipts
Taxes
Oil Well Servicing Tax
Sulphur Tax

1-800-442-3453

WebFile Help

1-800-252-1381

Bank Franchise
Franchise Tax

1-800-252-7875

Spanish

1-800-531-1441

Fax on Demand (Most frequently
requested Sales and Franchise
tax forms)

1-800-252-1382

Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed
Sales Tax
Motor Vehicle Registration
Surcharge

1-800-252-1383

Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

1-800-252-1384

Coastal Protection Fee
Crude Oil Production Tax
Natural Gas Production Tax

1-800-252-1387

Insurance Tax

1-800-252-1385

Coin-Operated Machines Tax
Hotel Occupancy Tax

1-800-252-1386

Certificates of Account Status/Good
Standing
Officer and Director Information

1-800-862-2260

Cigarette, Cigar and/or Tobacco
Products

1-888-4-FILING (1-888-434-5464)

TELEFILE: To File by Phone

1-800-252-1389

GETPUB: To Order Forms and
Publications

1-800-654-FIND (1-800-654-3463)

Unclaimed Property Name Searches
512-463-3120 in Austin

1-800-321-2274

Unclaimed Property Claimants
Unclaimed Property Holders

1-877-44RATE4 (1-877-447-2834)

Interest Rate

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For additional copies, write:

Texas Comptroller of Public Accounts
111 East 17th Street
Austin, Texas 78711-1440

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512-475-0900 (FAX).